



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

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BASE BULLETIN 5340

From: Commanding Officer

To: Distribution List

Subj: 2003 ALBANY AREA COMBINED FEDERAL CAMPAIGN (CFC)

Ref: (a) 5 CFR950, Federal Rules and Regulations on the Solicitation of Federal Civilians and Uniformed Services Personnel for Contributions to Private Voluntary Organizations of May 1988 (NOTAL)

Encl: (1) 2003 CFC Organizations

1. Situation. The 2003 Albany Area CFC will commence 2 September 2003 and conclude 15 October 2003, per the reference. The purpose of the CFC is to afford all government personnel (federal employees and military personnel) the opportunity to donate to a worthy cause in a single campaign. The fund raising program within the federal services exists as recognition of the importance of voluntary agencies in our free society, which complements and strengthens our tax supported services in a manner which is vital to the well-being of the American people. Their voluntary services to human needs on the local, national and international scene depend upon contributions of funds from the public.

2. Mission. The purpose of this Base Bulletin is to publish instructions for conducting the 2003 CFC.

3. Execution. In consonance with the intent of a one-time solicitation for voluntary health and welfare agencies, all tenant activities aboard Marine Corps Logistics Base Albany, other area federal agencies, United Way of Southwest Georgia, National Health Agencies, International Service Agencies and National Services Agencies, will cooperate locally in a single campaign for soliciting funding from Federal employees.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CFC will be conducted aboard Marine Corps Logistics Base Albany, Georgia, during the period 2 September 2003 through 15 October 2003, in order to ensure that all military and federal employees are given the opportunity to contribute to the charities of their choosing. The goal of this campaign will be 100 percent contact of all military and federal employees.

(2) Concept of Operations

(a) Kick-Off. The campaign drive kick-off will be held at 0900 on 2 September 2003 in the base theater. All Unit Representatives and Keypersons should attend the kick-off session in order to receive materials and training.

(b) 2003 CFC Local Federal Coordinating Committee (LFCC) Chairman. The Chairman will organize and discharge the responsibilities outlined in the reference.

(c) CFC LFCC Deputy Chairman. Assist the CFC LFCC Chairman in the execution of his duties and stand ready to assume chairmanship in the event that the Chairman is unavailable. The Deputy Chairman will be designated as Chairman of the Local Federal Coordinating Committee for the following year's campaign.

(d) CFC LFCC Treasurer. Account for all contributions received from federal agencies. At all times, the treasurer will ensure that strict accounting procedures are maintained, as well as absolute accountability of funds. He will submit contributions to the Principal Combined Fund Organization (PCFO). He will provide the Chairman with weekly attainment reports for use in Public Affairs Releases.

(e) Deputy CFC LFCC Treasurer. Assist the Treasurer in the execution of his duties and stand ready to assume treasurer responsibilities in the event that the Treasurer is unavailable. The Deputy Treasurer will be designated as the CFC Treasurer during the following year's campaign.

b. Subordinate Element Missions

(1) Commanding Officers, Department, Division and Office Directors, Special Staff Officers, and Commanders/Officers in Charge of Tenant Activities listed in the enclosure will appoint

a Unit Representative and Keypersons to coordinate and conduct the CFC campaign within your unit. Unit Representative and Keyperson names will be submitted to the CFC Deputy Chairman no later than 20 August 2003.

(2) Keypersons and Unit Representatives will be designated per paragraphs 4.a-b and are required to attend the training session during the kick-off at the Marine Corps Logistics Base, Albany base theater at 0900, 2 September 2003.

(3) The Manpower Office will provide military and civilian personnel on-hand end-strength, to the CFC Treasurer, for each of the the MCLB Albany tenant units listed in the enclosure, not later than 20 August 2003.

(4) The Deputy Chairman will coordinate personnel numbers with the Treasurer for all other agencies listed in the enclosure.

(5) MCLB I&L Division will set up the CFC Campaign progress indicators (CFC Thermometers) near the base entrances no later than 9 September. These displays will be removed no later than 30 October 2003.

(6) The Director MCCA will ensure that the base theater is available and open from 0800-1100 on 2 September 2003 for the CFC Kick-off and Unit Representative/Keyperson training session. Additionally, ensure that an overhead projector is available.

(7) The MCLB Public Affairs Officer will run at least one article in the Base paper announcing the CFC campaign. Additionally, the base paper will contain a weekly announcement about the progress of the campaign. The Public Affairs Office can obtain this information from the CFC Treasurer after Wednesday of each week.

4. Administration and Logistics

a. Administration

(1) Keypersons have the responsibility of personally contacting each prospective contributor, answering questions about the campaign, encouraging maximum voluntary participation, and collecting employee contributions. One keyperson should be designated for the personal solicitation of approximately 25 personnel (1:25 ratio). The campaign's success

depends predominantly upon the motivation, enthusiasm and leadership of the keyperson.

(2) Per reference (a), ***Supervisors may be assigned as a keyperson, but they may not solicit donations from employees they supervise.***

(3) The Keyperson training session will be conducted at the CFC Kick-Off session at 0900 on 2 September 2003 in the base theater.

(4) Unit Representatives

(a) Organizations needing only one keyperson may designate that keyperson as the Unit Representative. When more than one keyperson is required from an organization (the unit has more than 25 people), then a Unit Representative will be assigned. Each unit requiring a Unit Representative is indicated by an asterik in the enclosure.

(b) The Unit Representative will consolidate and account for the contributions collected from the unit's Keypersons each week. Unit Representatives will turn in payroll deduction slips and cash donations between 0900 and 1100 each Wednesday, to the Finance Office in Building 3500, during the CFC campaign period from 2 September to 15 October 2003.

(5) Contribution Methods. Government personnel are provided an opportunity to contribute to the CFC through either payroll deduction or direct payment.

(a) Payroll Deduction. Contributions made through this method are spread over a 12-month period commencing in January 2004. The minimum payroll deduction for military is \$2 per month (\$24 per year) and, for civilian personnel, \$1 per pay period (\$26 per year). All individuals desiring to contribute are encouraged to use this method.

(b) Direct Payments. Should donors desire to use this method, personal checks or cash donations are given directly to the keyperson. Keypersons will not collect installment donations for CFC; check or cash payments must be the total donation for the year.

(6) Assignments. The following assignments have been made for the 2003 CFC:

(a) CFC Albany Area LFCC Chairman, Major W. C. Vinyard, 639-7265

(b) CFC Albany Area LFCC Deputy Chairman, Ms. Donna Spanberger, 639-5684

(c) CFC Treasurer, Captain M. D. Floto, 639-7060

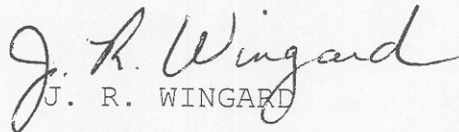
(d) Deputy Treasurer, Diana Campbell, 639-7388

b. Logistics. None.

5. Command and Signal

a. Command. This Bulletin is applicable to tenant commands at MCLB Albany.

b. Signal. This Bulletin is effective the date signed.


J. R. WINGARD

DISTRIBUTION: A

LOGCOM Headquarters

- *Command Element & Special Staff
 - Special Studies (BRAC)
 - Business Opportunity Center
 - Human Resources Office
 - Safety Office
 - Protocol Office
 - Office of the Adjutant
 - Radiological Control Office
 - Quality Management Office
- *Maintenance Directorate
- *Marketing Office
- *Manpower Office
- *Business PA & IO
- *C4 Department
- *S & A Department
- *PP & O Department
- *P & R Department
- *Contracts Department
- *SCMC

*SYSTEMS COMMAND ALBANY

*MCLB ALBANY

- * I & L Division
- * Resource Management
- * Headquarters Battalion
- * Provost Marshals Office
- * Public Affairs
- * Band
- * Chaplains Office
- * Performance Business Management Office
- * Staff Judge Advocate
- * MCCS
- * Medical

OTHER ACTIVITIES

- *American Fed. of Govt Employees
- *Defense Commissary Agency
- *Defense Distribution Agency
- *Defense Automated Printing Service
- *Defense Reutilization Marketing Office
- *Human Resources Office
- *Mob Spt Flight (CENTAF)
- *Naval Branch Medical Clinic
- *Naval Dental Clinic
- *Naval Facility Contracts
- *Navy Marine Corps Relief
- *USMCR Inspector-Instructor Staff
- *USMCR Special Trng Allow Pool
- *Marine Corps Det Ft Benning
- *Department of Agriculture
- *Internal Revenue Service
- *National Guard

- *Post Office (Albany)
- *Post Office (Cordele)
- *Post Office (Dawson)
- *Post Office (Leesburg)
- *Post Office (Sylvester)
- *Social Security Office (Albany)
- *Social Security Office (Cordele)

* Unit Representative Required

ENCLOSURE (1)